

Major Use Permit: Threshold Decision (Mobilehome Park)			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$3,195
ENVIRONMENTAL			
PDS REVIEW TEAMS			
STORMWATER			
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE ( <i>not included in total</i> )		None	
<b>INITIAL DEPOSIT &amp; FEE TOTAL</b> <b>\$3,195</b>			

\* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

**PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.**

**PART A:**

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (and any deeds)
- [399F Fire Availability](#)
- [399S Sewer Availability](#)
- [399SC School Availability](#)
- [399W Water Availability](#)
- [524 Vicinity Map/ Project Summary](#)

**PART B:**

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plans: **Eight (8) hard copies.**
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [524 Vicinity Map/ Project Summary](#): **One (1) hard copy.**

**PART C:**

All items below are informational only and not to be submitted.

- [090 Typical Plot Plan](#)
- [209 Defense and Indemnification Agreement FAQs](#)
- [906 Signature Requirements](#)

Submittal Appointments are no longer required.  
**Check-in at the main PDS counter no later than 3:30 p.m.**  
 Submittal package MUST BE complete.

## NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Plot plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. If parcel is on septic sanitation system and/or well potable water system, then Health Department (DEH) Certification is required.
6. **A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.**
7. At INTAKE, a copy of the Major Pre-Application letter from PDS or a copy of the form waiving the Major Pre-Application Meeting MUST be submitted by the applicant. Techs: Check ACCELA to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal.
8. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
9. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into ACCELA.
10. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.